Largs & District Historical Society

Registered Charity No. SC001454

Date of Meeting: 18/07/23 Venue: Largs Museum

Minutes taken by: Anne Cowgill (Secretary)

Attendees:

James Rankin	Anne Cowgill (Secretary)	Christine Thomas	Linda Grieve
(Chair)		(Treasurer)	(Trustee)
George Newlands	Richard Topping (Membership		
(Trustee)	Sec.)		
Jonathan McLaughlin	John Riddell		
(Invited Hist Soc. member)	(Invited Hist Soc. member)		

Apologies received from **Fiona Hamilton** (Invited Hist Soc. member)

Topic	Decision / Action	
Previous minutes Minutes of 30/05/23 were approved. Proposed by: Christine Seconded by: Linda		
Matters arising from Previous Minutes.		
The SCIO application was approved on the 08/06/23		
Coffee morning has been arranged for 02/09/23 in the Dunn Memorial Hall	Anne will do tickets, and organise volunteers help for the day. All to assist with selling tickets. Richard to arrange for posters to be printed.	
The Jean Donaldson bequest fund should be processed soon.		
	Christine	
Paypal account is not yet active		
Visit Scotland fee has been paid and a request has been made for another assessment		
Treasurer's Update		
Current bank balance is £4437.42		

Christine presented a projected cost sheet for 2024 raising awareness of the need for funding either by grant application or fundraising projects. She will find out about reclaiming through gift aid registration.	Christine
BT costs are very high so other options will be considered.	
Secretary's Update	
Forum Grant Application Support Anne has submitted this and presented a verbal update	Anne to monitor progress
HES – Laura Miller and staff have requested to visit the Museum and Skelmorlie Aisle on 29/08/23.	
Local Police officers carried out an impromptu visit to the Museum and the Aisle and they approved all the security steps that have been taken. Both the Police and HES intimated that they would contact NAC regarding the removal of the back gate at the graveyard.	
Volunteers are required for August and a possible thank you outing/event was considered.	
Information boards. Due to the unsatisfactory time lapse in the production of these items, paid for circa six months ago; the absence of communication from the Society Member initially appointed by pre—SCIO Committee Members, the current Trustees have agreed that this task be taken from this Society Member post haste. Linda agreed to take control of same, upon the receipt of all communication that has transpired between the Society member and the company commissioned to complete these boards.	
For Society/Museum services that are provided outwith normal opening hours, a scale of fees may need to be established to recover time and material costs.	Anne & Linda

Richard will look into this and draw up charges for consideration

Membership Secretary's Update

We currently have 53 Members at present.

A proposed flat-rate annual membership fee of £15 was discussed and it was agreed that this should be put to the Membership for approval at the next AGM.

AGM approval required

An application will be submitted on behalf of the Museum for the North Ayrshire UKSPF Communities and Place Grant with one quote meantime. If successful health, safety, and energy efficiency would be the main areas targeted.

Richard will submit & monitor progress.

Meantime it was unanimously agreed to purchase a new ladder for installation on the middle floor.

Anne to arrange for another 2 quotes to be obtained.

Anne and Christine

SCIO next steps

Paperwork will be collated to submit to the lawyer to enable transfer ownership and registration at the Land Register for the Museum and Historical Society building and assets/artefacts. NAC have reconfirmed that they have no interest in taking these on. Jim will complete the Trustee Form.

Anne, Jim, & Christine

Website & Cloud Storage (OneDrive)

The website was completed and approved by Bryan Brown (NAC) in June.

Work is still ongoing with the Museum's Microsoft OneDrive cloud storage system. Richard regularly issues updates to the Index.

There are 3 monitoring cameras in the Museum and a document will be set out regarding Rota and the correct procedures to be taken.

Richard

Strategy for updating the register of records

Digitisation of artefacts was raised, as a possible 'in-house' activity, with appropriate equipment and training/ or / outsourced to a professional provider of such services.

Richard presented a to do list and noted that some tasks were already completed. He recommended that we could establish two teams to apply for grants. Any application needs to be project driven.

Richard to issue a draft rota

Regular meetings with Bryan Brown (NAC) will be requested to offer support in basic Museum practice	Richard to continue his dialogue with Bryan Brown on this subject.		
	Linda & Richard to investigate possible Grant sources and make recommendations to Trustees		
	Richard & Anne		
Second floor and resources			
It was agreed that as of 23/10/23 the Museum will be closed for 3 weeks to allow all resources from the 2 nd floor to be catalogued, digitised and reorganised.	Anne to notify volunteers		
If possible, once cleared, the new ladder could be fitted on the 2^{nd} floor.			
AOCB			
George, Newsletter Editor, has produced the second edition of the newsletter which has been extremely well received by all members.	Richard & Anne to distribute to members		
Jim intimated that NAC told him that the Provost Chain will not be available for us to display.			
Rota for cleaning the Museum to be issued.	Anne		
Items removed with consent have to be recorded in the Black book on the table			
Anne has arranged two speakers. Dates to be confirmed.			
Valerie Campbell will give the Museum a donation from the sale of her Brisbane Family books.			
Skelmorlie Aisle visitor numbers were submitted to HES			
Next Meeting 22/08/2023 at 10:30am			